



FMLA and PARENTAL Timekeeping Reporting

Effective Sunday, January, 8, 2017, new tracking Pay Codes and Leave Accrual Categories for Family Medical Leave Act (FMLA) and PARENTAL leave will be available:

Pay Codes

FMLA
FMLA - HWY Services Only
PARENTAL
PARENTAL - HWY Svcs Only

Leave Accrual Categories

TOTALS & SCHEDULE	ACCRUALS	AUDITS
Accrual Profile FT PT EMPLOYEES		
Accrual Code	Balance on Selected Date	Units
ANNUAL LEAVE	240.0	Hour
COMP LEAVE	80.0	Hour
COMP LEAVE SUPP	0.0	Hour
FMLA	480.0	Hour
MC GEO SLB	0.0	Hour
PAID TIME OFF	0.0	Hour
PARENTAL	720.0	Hour
PERSONAL DAY	3.0	Day
RELIGIOUS LEAVE	0.0	Hour
SICK AND SAFE LEAVE	0.0	Hour
SICK LEAVE	1075.72	Hour

Approved FMLA and PARENTAL leave will be recorded using an additional row, as applicable.
Note: There is no cash value to FMLA or PARENTAL leave.

Timecard reporting should be recorded in the following manner:

Step 1) First indicate how (or if) the employee will be paid (\$) using the appropriate leave code (*Annual Leave / Sick Leave / Family Sick Leave / Disability Lv- Workers' Comp / Admin Leave - Temp Disability / Paid Time Off (PTO) or Leave Without Pay (LWOP)*)

Step 2) Add a Row. Select FMLA (if applicable)

Note: Comp Leave is not eligible to be used with FMLA Leave.

Step 3) Add a Row. Select PARENTAL (if applicable)

Step 4) Save timecard

Note: When you save the timecard, the system may adjust the order that the rows display on the timecard.





FMLA and PARENTAL Timekeeping Reporting

Paid Leave with FMLA

Save Actions ▾ Punch ▾ Amount ▾ Accruals ▾ Comment ▾ Reports ▾											
Week starting: Sun 1/08											
		Pay Code	Transfer	Sun 1/08	Mon 1/09	Tue 1/10	Wed 1/11	Thu 1/12	Fri 1/13	Sat 1/14	Total
X	⬇	Sick Leave ▾	▾		8.0	8.0	8.0	8.0	8.0		40.0
X	⬇	FMLA ▾	▾		8.0	8.0	8.0	8.0	8.0		40.0
					16.0	16.0	16.0	16.0	16.0		80.0
Week starting: Sun 1/15											
		Pay Code	Transfer	Sun 1/15	Mon 1/16	Tue 1/17	Wed 1/18	Thu 1/19	Fri 1/20	Sat 1/21	Total
X	⬇	Sick Leave ▾	▾		8.0	8.0	8.0	8.0	8.0		40.0
X	⬇	FMLA ▾	▾		8.0	8.0	8.0	8.0	8.0		40.0
					16.0	16.0	16.0	16.0	16.0		80.0

In this example, the employee records Sick Leave and FMLA for each day. Note that the totals in the body of the timecard seem to be doubled. However, the Totals & Schedules Tab, **Daily Total Hrs Towards Schedule** accurately reflects only 8 hours. Additionally, no wages are shown for the FMLA pay code.

TOTALS & SCHEDULE			ACCRUALS	AUDITS
Daily				
	Pay Code	Amount	Wages	
	FMLA	8.0		
	Sick Leave	8.0	283.84	
	Total Hrs Towards Schedule	8.0	283.84	

Also, once the timecard is saved the order of the rows may change. In this view FMLA is before the Sick Leave.

Save

Actions

Punch

Amount

Accruals

Comment

Reports

Week starting: Sun 1/08

		Pay Code	Transfer	Sun 1/08	Mon 1/09	Tue 1/10	Wed 1/11	Thu 1/12	Fri 1/13	Sat 1/14	Total
X		FMLA			8.0	8.0	8.0	8.0	8.0		40.0
X		Sick Leave			8.0	8.0	8.0	8.0	8.0		40.0
					16.0	16.0	16.0	16.0	16.0		80.0

Week starting: Sun 1/15

		Pay Code	Transfer	Sun 1/15	Mon 1/16	Tue 1/17	Wed 1/18	Thu 1/19	Fri 1/20	Sat 1/21	Total
X		FMLA			8.0	8.0	8.0	8.0	8.0		40.0
X		Sick Leave			8.0	8.0	8.0	8.0	8.0		40.0
					16.0	16.0	16.0	16.0	16.0		80.0





FMLA and PARENTAL Timekeeping Reporting

Leave Without Pay (LWOP) with FMLA

Save

Actions ▾

Punch ▾

Amount ▾

Accruals ▾

Comment ▾

Reports ▾

Week starting: Sun 1/08

		Pay Code	Transfer	Sun 1/08	Mon 1/09	Tue 1/10	Wed 1/11	Thu 1/12	Fri 1/13	Sat 1/14	Total
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Leave Without Pay ▾	▾		8.0	8.0	8.0	8.0	8.0		40.0
<input checked="" type="checkbox"/>	<input type="checkbox"/>	FMLA ▾	▾		8.0	8.0	8.0	8.0	8.0		40.0
					16.0	16.0	16.0	16.0	16.0		80.0

Week starting: Sun 1/15

		Pay Code	Transfer	Sun 1/15	Mon 1/16	Tue 1/17	Wed 1/18	Thu 1/19	Fri 1/20	Sat 1/21	Total
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Leave Without Pay ▾	▾		8.0	8.0	8.0	8.0	8.0		40.0
<input checked="" type="checkbox"/>	<input type="checkbox"/>	FMLA ▾	▾		8.0	8.0	8.0	8.0	8.0		40.0
					16.0	16.0	16.0	16.0	16.0		80.0

In this example, the employee records Leave Without Pay and FMLA for each day. Note that the totals in the body of the timecard seem to be doubled. However, the Totals & Schedules Tab, **Daily Total Hrs Towards Schedule** accurately reflects only 8 hours. Additionally, no wages are shown for Leave Without Pay or FMLA pay codes.

TOTALS & SCHEDULE			ACCRUALS	AUDITS
Daily				
	Pay Code	Amount	Wages	
	Total Hrs Towards Schedule	8.0		
	FMLA	8.0		
	Leave Without Pay	8.0		

Also, once the timecard is saved, the order of the rows may change. (See example of the rows changing on Page 2.)





FMLA and PARENTAL Timekeeping Reporting

Paid Leave with FMLA and Parental

Save Actions Punch Amount Accruals Comment Reports											
Week starting: Sun 1/08											
		Pay Code	Transfer	Sun 1/08	Mon 1/09	Tue 1/10	Wed 1/11	Thu 1/12	Fri 1/13	Sat 1/14	Total
X		Annual Leave						6.0	8.0		14.0
X		Sick Leave			8.0	8.0	8.0	2.0			26.0
X		FMLA			8.0	8.0	8.0	8.0	8.0		40.0
X		PARENTAL			8.0	8.0	8.0	8.0	8.0		40.0
					24.0	24.0	24.0	24.0	24.0		120.0
Week starting: Sun 1/15											
		Pay Code	Transfer	Sun 1/15	Mon 1/16	Tue 1/17	Wed 1/18	Thu 1/19	Fri 1/20	Sat 1/21	Total
X		Annual Leave			8.0	8.0	8.0	8.0	8.0		40.0
X		FMLA			8.0	8.0	8.0	8.0	8.0		40.0
X		PARENTAL			8.0	8.0	8.0	8.0	8.0		40.0
					24.0	24.0	24.0	24.0	24.0		120.0

In this example, the employee records Sick Leave or Annual Leave and FMLA for each day. The employee also records eligible PARENTAL leave. Note that the totals in the body of the timecard seem to be triple. However, the Totals & Schedules Tab, **Daily Total Hrs Towards Schedule** accurately reflects only 8 hours. Additionally, no wages are shown for the FMLA and PARENTAL pay codes.

TOTALS & SCHEDULE			ACCRUALS	AUDITS
Daily				
	Pay Code	Amount	Wages	
	Total Hrs Towards Schedule	8.0	283.84	
	PARENTAL	8.0		
	FMLA	8.0		
	Sick Leave	8.0	283.84	

Also, once the timecard is saved, the order of the rows may change. (See example of the rows changing on Page 2.)





FMLA and PARENTAL Timekeeping Reporting

Leave Without Pay (LWOP) with FMLA and Parental

Save Actions Punch Amount Accruals Comment Reports										
Week starting: Sun 1/08										
	Pay Code	Transfer	Sun 1/08	Mon 1/09	Tue 1/10	Wed 1/11	Thu 1/12	Fri 1/13	Sat 1/14	Total
X	Leave Without Pay			8.0	8.0	8.0	8.0	8.0		40.0
X	FMLA			8.0	8.0	8.0	8.0	8.0		40.0
X	PARENTAL			8.0	8.0	8.0	8.0	8.0		40.0
				24.0	24.0	24.0	24.0	24.0		120.0
Week starting: Sun 1/15										
	Pay Code	Transfer	Sun 1/15	Mon 1/16	Tue 1/17	Wed 1/18	Thu 1/19	Fri 1/20	Sat 1/21	Total
X	Leave Without Pay			8.0	8.0	8.0	8.0	8.0		40.0
X	FMLA			8.0	8.0	8.0	8.0	8.0		40.0
X	PARENTAL			8.0	8.0	8.0	8.0	8.0		40.0
				24.0	24.0	24.0	24.0	24.0		120.0

In this example, the employee records Leave Without Pay (LWOP) and FMLA for each day. The employee also records eligible PARENTAL leave. Note that the totals in the body of the timecard seem to be tripled. However, the Totals & Schedules Tab, **Daily Total Hrs Towards Schedule** accurately reflects only 8 hours. Additionally, no wages are shown for the Leave Without Pay (LWOP) and the FMLA and PARENTAL pay codes.

TOTALS & SCHEDULE			ACCRUALS	AUDITS
Daily				
Pay Code	Amount	Wages		
Total Hrs Towards Schedule	8.0			
PARENTAL	8.0			
FMLA	8.0			
Leave Without Pay	8.0			

Also, once the timecard is saved, the order of the rows may change. In this view FMLA is before the Leave Without Pay.

Save Actions Punch Amount Accruals Comment Reports										
Week starting: Sun 1/08										
	Pay Code	Transfer	Sun 1/08	Mon 1/09	Tue 1/10	Wed 1/11	Thu 1/12	Fri 1/13	Sat 1/14	Total
X	FMLA			8.0	8.0	8.0	8.0	8.0		40.0
X	Leave Without Pay			8.0	8.0	8.0	8.0	8.0		40.0
X	PARENTAL			8.0	8.0	8.0	8.0	8.0		40.0
				24.0	24.0	24.0	24.0	24.0		120.0





FMLA and PARENTAL Timekeeping Reporting

Paid Leave with Parental

Save Actions Punch Amount Accruals Comment Reports										
Week starting: Sun 1/08										
	Pay Code	Transfer	Sun 1/08	Mon 1/09	Tue 1/10	Wed 1/11	Thu 1/12	Fri 1/13	Sat 1/14	Total
X	Annual Leave			8.0	8.0	8.0	8.0	8.0		40.0
X	PARENTAL			8.0	8.0	8.0	8.0	8.0		40.0
				16.0	16.0	16.0	16.0	16.0		80.0
Week starting: Sun 1/15										
	Pay Code	Transfer	Sun 1/15	Mon 1/16	Tue 1/17	Wed 1/18	Thu 1/19	Fri 1/20	Sat 1/21	Total
X	Annual Leave			8.0	8.0	8.0	8.0	8.0		40.0
X	PARENTAL			8.0	8.0	8.0	8.0	8.0		40.0
				16.0	16.0	16.0	16.0	16.0		80.0

In this example, the employee records Annual Leave and PARENTAL leave for each day. Note that the totals in the body of the timecard seem to be double. However, the Totals & Schedules Tab, **Daily Total Hrs Towards Schedule** accurately reflects only 8 hours. Additionally, no wages are shown for the PARENTAL pay code.

TOTALS & SCHEDULE ACCRUALS AUDITS			
Daily			
Pay Code	Amount	Wages	
Total Hrs Towards Schedule	8.0	283.84	
PARENTAL	8.0		
Annual Leave	8.0	283.84	

Also, once the timecard is saved, the order of the rows may change. (See example of the rows changing on Page 2.)





FMLA and PARENTAL Timekeeping Reporting

Leave Without Pay (LWOP) with Parental

Save Actions Punch Amount Accruals Comment Reports										
Week starting: Sun 1/08										
	Pay Code	Transfer	Sun 1/08	Mon 1/09	Tue 1/10	Wed 1/11	Thu 1/12	Fri 1/13	Sat 1/14	Total
X	Leave Without Pay			8.0	8.0	8.0	8.0	8.0		40.0
X	PARENTAL			8.0	8.0	8.0	8.0	8.0		40.0
				16.0	16.0	16.0	16.0	16.0		80.0
Week starting: Sun 1/15										
	Pay Code	Transfer	Sun 1/15	Mon 1/16	Tue 1/17	Wed 1/18	Thu 1/19	Fri 1/20	Sat 1/21	Total
X	Leave Without Pay			8.0	8.0	8.0	8.0	8.0		40.0
X	PARENTAL			8.0	8.0	8.0	8.0	8.0		40.0
				16.0	16.0	16.0	16.0	16.0		80.0

In this example, the employee records Leave Without Pay (LWOP) and PARENTAL leave for each day. Note that the totals in the body of the timecard seem to be doubled. However, the Totals & Schedules Tab, **Daily Total Hrs Towards Schedule** accurately reflects only 8 hours. Additionally, no wages are shown for Leave Without Pay (LWOP) or PARENTAL pay codes.

TOTALS & SCHEDULE			ACCRUALS	AUDITS
Daily				
	Pay Code	Amount	Wages	
	Total Hrs Towards Schedule	8.0		
	PARENTAL	8.0		
	Leave Without Pay	8.0		

Also, once the timecard is saved, the order of the rows may change. (See example of the rows changing on Page 2.)





FMLA and PARENTAL Timekeeping Reporting

FMLA and Parental with a Holiday Tracked

Save Actions Punch Amount Accruals Comment Reports										
Week starting: Sun 5/27										
	Pay Code	...	Sun 5/27	Mon 5/28	Tue 5/29	Wed 5/30	Thu 5/31	Fri 6/01	Sat 6/02	Total
X	Annual Leave				8.0	8.0	8.0	8.0		32.0
X	Memorial Day			8.0						8.0
X	PARENTAL			8.0	8.0	8.0	8.0	8.0		40.0
X	FMLA			8.0	8.0	8.0	8.0	8.0		40.0
				24.0	24.0	24.0	24.0	24.0		120.0
Week starting: Sun 6/03										
	Pay Code	...	Sun 6/03	Mon 6/04	Tue 6/05	Wed 6/06	Thu 6/07	Fri 6/08	Sat 6/09	Total
X	Annual Leave			8.0	8.0	8.0	8.0	8.0		40.0
X	FMLA			8.0	8.0	8.0	8.0	8.0		40.0
X	PARENTAL			8.0	8.0	8.0	8.0	8.0		40.0
				24.0	24.0	24.0	24.0	24.0		120.0

In this example, the employee records FMLA and PARENTAL leave for a full week. If a holiday day falls in that week, the holiday is also tracked with FMLA and Parental Leave.

FMLA and Parental with a Holiday Not Tracked

Save Actions Punch Amount Accruals Comment Reports										
Week starting: Sun 5/27										
	Pay Code	...	Sun 5/27	Mon 5/28	Tue 5/29	Wed 5/30	Thu 5/31	Fri 6/01	Sat 6/02	Total
X	Hours Worked				8.0	8.0				16.0
X	Annual Leave						8.0	8.0		16.0
X	Memorial Day			8.0						8.0
X	PARENTAL						8.0	8.0		16.0
X	FMLA						8.0	8.0		16.0
				8.0	8.0	8.0	24.0	24.0		72.0

However, if the holiday falls during a week when the employee is taking less than the week of leave (intermittent) the holiday is not counted as FMLA leave, unless the employee was scheduled and expected to work on the holiday and used FMLA leave for the day.





FMLA and PARENTAL Timekeeping Reporting

FMLA and Workers' Compensation

The Family Medical Leave Act (FMLA) defines serious health condition broadly to include any “illness, injury, impairment or physical or mental condition that involves” either inpatient care or continuing treatment by a health care provider. If the employee is eligible for leave under FMLA and the injury is considered a “serious health condition,” then pay codes: Disability– Workers’ Compensation or Admin Leave – Temp Disability should also be tracked with FMLA leave. The statute does not distinguish between work–related and non–work–related injuries.

Week starting: Sun 4/29										
	Pay Code	...	Sun 4/29	Mon 4/30	Tue 5/01	Wed 5/02	Thu 5/03	Fri 5/04	Sat 5/05	Total
	Disability Lv-Work Comp			10.0	10.0	10.0	10.0			40.0
	FMLA			10.0	10.0	10.0	10.0			40.0
				20.0	20.0	20.0	20.0			80.0

Finance/Risk Management oversees administration of all Workers’ Compensation claims by the contracted Claims Service.

Risk.Management@montgomerycountymd.gov

Office of Human Resources/Occupational Medical Services oversees administration of all FMLA claims by FMLA Information.

FMLAInformation@montgomerycountymd.gov

